

Intergovernmental Cooperative Purchasing Agreement

Procurement Officer Determination

COMAR 21.05.09.04

Per COMAR 21.05.09.02, as a Primary Procurement Unit, the DGS Office of State Procurement (OSP) may initially sponsor or participate in, renew, modify, or administer an Intergovernmental Cooperative Purchasing Agreement (ICPA) on its own behalf or on behalf of another agency when a determination is made under SFP §13-110 and COMAR 21.05.09.04.

Based upon the analysis and market research conducted as identified in the attached Procurement Officer's Determination from the Comptroller of Maryland, I have determined that it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement, that doing so will provide cost benefits to the State, promote administrative efficiencies or promote intergovernmental cooperation, and is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

Cheryl Howard-Bond

2/10/23

Procurement Officer, DGS OSP / Date

Atif Chaudhry

Atif Chaudhry, DGS / Date

Attachment



Peter Franchot
Comptroller

Wayne P. Green,
CPA Director
Administration & Finance

PROCUREMENT OFFICER'S DETERMINATION
Intergovernmental Cooperative Purchasing
COMAR 21.05.09.04

Date: January 12, 2023

Department/Procurement Agency: Comptroller of Maryland
Contract Term: Three years from the date of execution by the Participating Entity
Amount: \$283,422.82
Fund Source: E00A1001

Name & address of selected contractor: Software House International Corp. 290 Davidson Avenue,
Somerset, NJ 08873

Scope Description:

The State of Maryland, Department of General Services ("DGS") seeks to execute a participating addendum ("Participating Addendum") with SHI International Corporation ("SHI") under the National Association of State Procurement Officials ("NASPO") ValuePoint Cooperative Purchasing Organization's Cloud Solutions 2016-2026 Contract ("NASPO Contract"). NASPO strives to make the governmental procurement process more efficient by establishing competitively priced contracts. This NASPO Contract is available to State agencies nationwide, institutions of higher education, cities, and counties. It has been awarded by a public competitive procurement process that is compliant with Maryland statutes.

Under the Participating Addendum, SHI would continue to provide the Comptroller of Maryland (COM) with access to Workiva WDesk financial reporting software, a software-as-a-service ("SaaS"). Workiva WDesk software is used to prepare the State of Maryland Annual Comprehensive Financial Report (ACFR). The Annual Comprehensive Financial Report is the state's official financial report and provides detail and summary reports on the financial status of the State of Maryland. It includes the financial statements of the State as well as information required by Title 2, Section 102 of the State Finance and Procurement Article of the Annotated Code of Maryland. The COM has responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures.

Workiva WDesk software provides collaboration between COM's General Accounting Division (GAD) staff and State-wide agencies, financial reporting efficiencies, enhanced remote work capability, and optimized accounting processes. Workiva provides connected and linked data/narrative across reports and document types, unlimited licensing for State users (fiscal officers and their designees), a central repository for all data and supporting documents, full history and audit trail of all changes made by contributors, "Roll-forward" capability to streamline reporting from one period to the next and responsive technical support. Workiva's WDesk financial reporting product and the subject matter knowledge offers the flexibility and reporting efficiency that the COM requires to support mission critical, time-sensitive initiatives.

Basis for Selection:

The use of this procurement method will reduce the time-period between need determination and delivery of the solution, will ensure expeditious transparency to the citizens of Maryland, and reduce the administrative burden on COM. In accordance with COMAR 21.05.09.04, it is determined that this Participating Addendum provides cost benefits to the State, promote administrative efficiencies, and promote intergovernmental cooperation. The Participation Addendum is in the best interest of the State and is not intended to evade the purposes of Division II of the State Finance and Procurement Article.

Price Analysis:

On January 03, 2023, COM issued a request for quotes from NASPO cooperative purchasing organization that offered Workiva by four (4) resellers. COM received 2 quotes from NASPO request.

1. SHI for \$283,422.82 for a 3-year term for the software subscription.
2. Strategic Communications LLC for \$292,993.92 for a 3-year term for the software subscription.
3. Carahsoft Technology Corp, the incumbent Workiva reseller, no bid.
4. Deloitte Consulting, no longer providing this software, no bid.
5. Workiva WDesk software is sold on the GSA schedule by Vertosoft LLC. Their price for a 3-year term is \$304,685.16.

COM reviewed the quotes and determined that the SHI quote meets the scope and, based on the pricing as stated above, the price quoted by SHI has been determined to be fair and reasonable.

Category: Information Technology

Contract Type: Firm Fixed Price

Determination By:

Michael E. Balderson 1/12/2023

Date: _____
Michael E. Balderson, Procurement Officer

Approved By:

Andrew Schaufele Date: 01/12/2023

Andrew Schaufele, Deputy Comptroller

Approved By:

Mike Haifley Date: _____
Mike Haifley (Jan 24, 2023 09:39 EST)
Mike Haifley, Chief Procurement Officer or Designee
Department of General Services


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Final Audit Report


2023-02-16


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